NAME CHANGE for a **FAMILY**

To Request a Name Change

Completing and Filing the Court Papers

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Self-Service Center

REQUEST A CHANGE OF NAME FOR A FAMILY

This packet contains court forms and instructions to file an application to change the name of a family. Be sure the documents are in the following order:

Order	File Number	Title	No. Pp.
1	CVNCF1t	Table of forms/instructions in this packet	1
2	CVNCF1k	Checklist: You may use these forms if	1
3	CVNCF10p	Procedures: How to File a Change of Name With This Court	3
4	CV10f	"Civil Cover Sheet"	2
5	CVNCF11f	"Application for Change of Name for a Family"	2
6	CVNC18f	"Notice of Hearing Regarding Application for Change of Name"	1
7	CVNC15f	"Consent of Parent to Name Change of Other Parent and Waiver of Notice"	1
8	CVNC16f	"Consent of Spouse to Name Change of an Adult and Waiver of Notice"	1
9	CVNC17f	"Consent of Parent to Name Change of a Minor Child and Waiver of Notice"	1
10	CVNC13f	"Consent of Minor to Name Change"	1
11	CVNC24f	"Affidavit of Service by Certified Mail"	1
12	CVNCF81f	"Order Changing Name for a Family"	2

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Self-Service Center

APPLICATION FOR CHANGE OF NAME FOR AN ENTIRE FAMILY

CHECKLIST

You may use this packet if the following factors apply to your situation:

- ✓ You want to ask the Court to change the name of your family (yourself and/or your spouse and minor children), AND
- ✓ You are either the husband/father or wife/mother of that family.

DO NOT USE THESE FORMS TO:

- ✓ CHANGE YOUR NAME BECAUSE YOU GOT MARRIED.
- ✓ ADD A FATHER'S NAME TO BIRTH CERTIFICATES OR ESTABLISH PATERNITY.

NOTE: You do not need to request a name change through the Court if you get married and want to use your spouse's last name.

For information about name changes that can be obtained without going to court, such as to correct a birth certificate within five years of birth, visit the web site of the Arizona Office of Vital Records, at: http://www.hs.state.az.us/vitalrcd

The Arizona Office of Vital Records located at 1818 W. Adams, Phoenix, AZ 85007 is open between 8:00 a.m. and 4 p.m., Monday through Friday. **Free covered parking** is available one block east on 18th Avenue, between Van Buren and Adams Streets. You may also telephone Vital Records at 602-364-1300, but you may experience lengthy hold times.

READ ME: Before filing documents with the Court, consult a lawyer to help guard against undesired and unexpected consequences. The Self-Service Center has a list of lawyers who can give you legal advice and who can help you on a task-by-task basis for a fee, and a list of court-approved mediators as well. You may view the lists at the Self-Service Centers or from our web site at: http://www.superiorcourt.maricopa.gov/ssc/provider/lawyers.asp

SELF-SERVICE CENTER PROCEDURES: HOW TO FILE FOR A CHANGE OF NAME WITH THIS COURT

STEP 1: Fill out the "Application for Change of Name for a Family" and make 2 copies.

STEP 2: Fill out the "Civil Cover Sheet" and check box 152 for "Change of Name" on page 2.

STEP 3: FILE THE PAPERS AT THE COURT:

WHO: Who must file the "Application for Change of Name for a Family?

An adult parent or guardian who seeks the change, or his or her attorney.

GO TO: GO TO THE CLERK OF COURT TO FILE YOUR PAPERS: The Court is open from 8am-

5pm, Monday-Friday. You should go to the Court at least two hours before it closes.

You may file your court papers at the following Superior Court locations:

The Clerk of the Superior Court **Central Court Building** 201 West Jefferson, 1st floor Phoenix, Arizona 85003

The Clerk of the Superior Court Southeast Court Facility 222 East Javelina Drive, 1st floor Mesa, Arizona 85210

The Clerk of the Superior Court Northwest Court Facility 14264 West Tierra Buena Lane Surprise, Arizona 85374 The Clerk of the Superior Court Northeast Regional Court Center 18380 North 40th Street Phoenix, AZ 85032

FILING FEE: There is a filing fee of \$230.00 for this process.

FEE DEFERRAL: You may request a deferral of your filing fees at the time you file your papers with the Clerk of the Court. If you qualify, this will allow you to file now and pay later or make a partial payment now and pay the balance at a later date.

The deferral forms are located at the Self-Service Center and the Filing Counters listed above.

PAPERS:

Give 1 Civil Cover Sheet and 1 original plus 2 copies of the application to the Clerk along with the \$230.00 filing fee. Cash, VISA/MasterCard debit or credit cards, money order, or personal in-state check made payable to the "Clerk of Superior Court" are acceptable.* Make sure the filing clerk stamps both of your copies and returns them to you.

STEP 4: SCHEDULE YOUR HEARING WITH COURT ADMINISTRATION:

GO TO: After filing your original application, take the 2 copies and the "Notice of Hearing"

Regarding Application for Change of Name" to Court Administration to get your hearing date. Facilities listed below are open Monday through Friday, 8am - 5pm, except for Court

holidays.

Court Administration Court Administration

125 West Washington #003 222 East Javelina Drive, 1st floor

(basement level) Mesa, Arizona 85210

Phoenix, AZ 85003

Court Administration
Court Administration
14264 West Tierra Buena Lane
Surprise, Arizona 85374
Court Administration
18380 North 40th Street
Phoenix, AZ 85032

Court Administration will complete the "Notice of Hearing Regarding Application for Change of Name" to show the date, time, and place of your hearing. You must complete all other information on the "Notice of Hearing" form.

STEP 5: NOTIFY ANY INTERESTED PARTY

- If your spouse is not included in the requested name change, he/she must be notified about your request for name change and the scheduled hearing.
- If a parent of one or more of the minor children is not included in the requested name change, he/she must be notified about your request for name change and the scheduled hearing.
- If a minor child included in the requested name change is 14 years or older, he/she must sign the "Consent of Minor to Name Change" included in this packet, and have it notarized, or attend the hearing.

HOW TO NOTIFY: If you know where the person(s) lives, you can do one of the following:

- 1. IF THE PERSON AGREES WITH YOUR REQUEST Give him/her a stamped copy of your application and the "Notice of Hearing Regarding Application for Change of Name" that shows the date, time, and place of your hearing. Then, have the person complete either the "Consent of Parent to Name Change of a Minor Child and Waiver of Notice" or "Consent of Spouse to Name Change of an Adult and Waiver of Notice" and have it notarized. That document serves as your proof of notice. Bring the applicable signed and notarized consent form to the hearing. (If the request for name change is for a minor, and the minor's parent is not included in that request, have the other parent complete the form entitled, "Consent of Parent to Name Change of a Minor Child and Waiver of Notice." That document serves as your proof of notice. Bring the signed and notarized "Consent of Parent to Name Change of a Minor Child and Waiver of Notice" to the hearing.)
- 2. IF THE PERSON DOES NOT AGREE WITH YOUR REQUEST OR YOU ARE NOT SURE IF HE/SHE AGREES Give the person(s) a stamped copy of your application and the "Notice of Hearing Regarding Application for Change of Name" that shows the date, time, and place of your hearing. Then, have the person sign an "Acceptance of Service" (That form is available through the Self-Service Center), and have it notarized. That notarized form serves as the proof of notice. Bring the signed and notarized "Acceptance of Service" to the hearing.

If you do NOT know where the person(s) lives:

A Notice of Hearing must be published once in a newspaper of general circulation in Maricopa County at least 14 days before the hearing. This is called notice by publication.

If notice is by publication, you must complete a notarized statement explaining in detail what efforts you made to locate the person(s). Bring that statement with you to the hearing. The Court will not accept notification by publication unless diligent efforts have been made to locate the person for whom notification is required. For more information regarding service by publication, please see the Self-Service Center packet on Service of Court Papers When You Cannot Find the Other Party.

STEP 6: ATTEND THE HEARING

WHO:

All adults who are requesting a name change MUST be present at the hearing. If the request includes a minor child who is 14 years or older, that child must either be present at the hearing or you may provide a notarized "Consent of Minor to Name Change" from the child consenting to the name change.

BRING: These documents are required for your hearing:

- 2 copies of "Order Changing Name For: A Minor Child, An Adult, or An Entire Family" (To receive a certified copy of your Order, bring VISA/Mastercard, or \$18.00 in cash, money order, or personal in-state check to the hearing. If you wish to pay this amount by personal in-state check, please make the check payable to "Clerk of Superior Court.")
- Photo identification
- A Clerk stamped copy of all filed documents
- Proof of Notice as described above in Step 5.
- Divorce Decree (If applicable)
- Prior Name Change orders (If applicable)
- Proof of naturalization or resident alien status (If applicable)
- Copy of Orders of Protection and/or Injunctions Against Harassment still in effect

- Order terminating parental rights of the other parent (If applicable)
- Adoption decree (If applicable)
- Death certificate of minor child's parent (If applicable)
- If the persons requesting the change of name, or the child, are not United States citizens, a passport or proof of immigration status must also be provided at time of hearing, AND
- A copy (preferably a "Certified" copy) of the child(ren)'s official, government issued birth certificate. A HOSPITAL BIRTH CERTIFICATE will not meet Court requirements.

All adults seeking a name change should bring with them their passport, driver's license, or other government-issued photo identification.

- ♦ Adults seeking to change their birth records MUST also bring a copy of their governmentissued birth certificate.
- ♦ The Court will not change a birth certificate without first seeing a copy. Hospital-issued birth certificates are largely ceremonial and generally will not satisfy Court requirements.
- ♦ The Court is looking for government-issued birth certificates.

For adults <u>not</u> seeking to change their birth records, it is not mandatory that they bring their government-issued birth certificate, however, it is still recommended.

NOTE: If the Court has ordered that the name on your Arizona birth records be changed, you may purchase a new birth certificate at the Office of Vital Records for a fee of \$23. If Vital Records has not already received the Order from the Court, you will need to provide them with a <u>Certified Copy</u> of the Order.*

*To get a certified copy of your court order you will need to present your Judge-signed copy along with payment of \$18.00 cash, personal in-state check or money order (payable to "Clerk of Superior Court"), or VISA/Mastercard (for each certified copy) to the Filing Counter within 48 hours. If you need additional copies after that time, you will need to go to the Court's Customer Service Center at 601 W. Jackson Street in Phoenix.

Vital Records offices at 1818 W. Adams, Phoenix, AZ 85007, are open between 8:00 a.m. and 4 p.m., Monday through Friday. **Free covered parking** is available one block east on 18th Avenue, between Van Buren and Adams Streets. You may also telephone Vital Records at 602-364-1300. You may experience lengthy hold times.

Always make sure that you make a copy of any documents you submit to the Court, and keep those copies for your records.

	For Clerk's Use Offly
n The Superior Court of the State Of Arizona n and For the County Of Maricopa	
CIVIL COVER SHEET	

CASE NUMBER:	
PLAINTIFF'S NAME	PLAINTIFF'S ADDRESS
(List additional Plaintiffs on reverse side) PLAINTIFF'S ATTORNEY (Name and State Bar Number)	AMOUNT IN CONTROVERSY (If alleged) Compensatory \$ Punitive \$ Attorney Fees \$
DEFENDANT'S NAME (List additional Defendants on reverse side	☐ TRO☐ Provisional Remedy☐ OSC☐ Other (specify)
NATURE Place an "X" next to the number which de check ONE nature of action, and ONE ONE	
,	120 MEDICAL MALPRACTICE 121 Physician - M.D 122 Physician - D.O 123 Hospital 124 Other: (specify)
110 TORT NON-MOTOR VEHICLE 111 Negligence 112 Products Liability 113 Intentional 114 Property Damage 115 Legal 116 Other (specify)	130 CONTRACTS 131 Account (Open or Stated) 132 Promissory Note 133 Foreclosure 134 Other (specify 135 Real Property Excess Proceeds

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140 APPEAL or REVIEW - Use Clerk of Court's LC (Lower Court) Appeals Coversheet

150-	-177	OTHER CIVIL		
			*(#	All OTHER TAX matters must be filed in
	151 152 153 154	AZ TAX COURT) Forcible Detainer Change of Name Transcript of Judgment Foreign Judgment		169 Attorney Conservatorships (Filed by the AZ State Bar170 Unauthorized Practice of Law (Filed by the AZ State Bar
	156 157 158 159 160 161 162 163	Declaratory Judgment Eminent Domain Habeas Corpus Quiet Title Restoration of Civil Rights Forfeiture DES Instant Judgment Harassment Other Tribal Judgment		171 Out of State Deposition for Foreign Jurisdiction Commissions/ Letters Rogatory Per ARCP 28(a)(b).) 172 Secure Attendance of Prisoner 173 Assurance of Discontinuance 174 In State Deposition for Foreign Jurisdiction (Issuance of Subpoena/ Subpoena Duces Tecum per ARCP 30(h).) 175 Election Contest 176 Eminent Domain – LIGHT RAIL ONLY
	167 2901	Structured Settlement (A.R.S. 12-		177 Interpleader - AUTOMOBILE ONLY
To th	ne be	st of my knowledge, all information	is tru	ue and correct.
			Sign	ature of Attorney or Plaintiff
ADD	ITIOI	NAL PLAINTIFF(S):		
ADD	ITIOI	NAL DEFENDANT(S)		

NOTICE

PLEASE DO NOT INCLUDE THIS FORM WITH CASES WHICH HAVE ALREADY BEEN FILED. This form can only be processed at the time of filing New Complaints and Petitions.

Thank you for assisting us with our efforts to improve service.

reet Address: ty, State, Zip Code: lephone Number: presented by Self (No Attorn Attorney, State Bar Number: UPERIOR COURT OF		COUNTY
	Case Number	er:
the Matter of:	APPLICATION NAME FOR	ON FOR CHANGE OF A FAMILY
TATEMENTS TO THE COU	IRT, UNDER OATH OR AFFIR	MATION
	RSONS FOR WHOM NAME CHA	NGE IS REQUESTED
A. Name on Birth Certificate (Ap	plicant) or Current Legal Name	
(First)	(Middle)	(Last)
Applicant's Address is Listed	County of Residence:	
Date of Birth:	Place of Birth:	
(Month / Day	/ Year)	(City, State, Nation)
REQUESTS NAME BE CHAN	GED TO:	
(Eirot)	(Middle)	(Last)
(First)	(iviladie)	(Last)
B. Name on Birth Certificate or [Current Legal Name:	
(First)	(Middle)	(Last)
☐ Address Same as		
Applicant, or:		
Relation to Applicant:	County of	
Date of Birth:	Place of Birth:	_
(Month / Day	/ Year)	(City, State, Nation)
REQUESTS NAME BE CHAN	GED TO:	
	<u> </u>	
(First)	(Middle)	(Last)

For Clerk's Use Only

C. Name on Birth Certificate of	or Current Legal Name:	
(First)	(Middle)	(Last)
Address Same as Applicant, or:		
Relation to Applicant:	County of Residence):
Date of Birth:	Place of Birth:	
(Month / Day		(City, State, Nation)
REQUESTS NAME BE CHANGED	TO:	
(First)	(Middle)	(Last)
		ase attach another sheet of paper. te, address, date of birth, county of
	ationship to Applicant, and the	
4. ADDITIONAL STATEMENTS A. Has any person listed above If yes, who? B. This application is made solution	e been convicted of a felony? Yes	ollowing reasons: S □ No One named above. It will not release the
persons from any obligations	s incurred or harm any rights of prop	perty or action in any original name.
OATH OR AFFIRMATION		
The contents of this document are	true and correct to the best of my	y knowledge and belief.
Signature		Date
Sworn to or affirmed before me this d	ate:	
My Commission expires	Notary Public	or Deputy Clerk

Case No.

Person Filing: Mailing Addres City, State, Zip Day/Evening F Person Filing is If Attorney, Ba	Phone: SELF (No Attorney) OR	/ _ Attorney		
,	SUPERIOR	·	ARIZONA	
In the Matter	of:	Cas	se Number:	
Name(s) of pe	rson(s) requesting name change		TICE OF HEARING PLICATION FOR C	
	THIS NOTICE CAREFULLY. An			
A hear you wi	ICE: An application for Change of Naring has been scheduled where the Cosh to be heard on this issue, you must RT HEARING. A court hearing has:	ourt will consider tappear at the he	whether to grant or deny earing at the date and tin	the requested change. If ne indicated below.
□ в	BEFORE:			
	Commissioner	0	Commissioner	et
	Commissioner		Commissioner	
DATE	D:(Month/Day/Year)	- - Арр	olicant's Signature	

Mailir City, Day/I Perso	on Filing: ng Address: State, Zip: Evening Phone: on Filing is:	SELF (No	/ o Attorney) OR	Attorney		
If Atto	orney, Bar No.:		PERIOR CO		RIZONA	
In the	e Matter of				er:	
	e of Applicant son Requesting N	Jamo Chango)			OF PARENT TO OF OTHER PARENT OF NOTICE	_
•		- ,		Γ. UNDER OA	ATH OR AFFIRM	MATION:
1.	Address:				Year	
2.	I have read th	e Application f	e at least one child for Name Change		hanging the other p	parent's legal name
3.	to new name	rst	proceedings in this	Middle matter.		Last
The			E CONSENTING		ARENT" my knowledge and Date	d belief.
Swo	orn to or affirmed	before me this	s date:			
My	Commission expi	res		Notary Publ	ic or Deputy Clerk	

Mailir City, Day/E Perso	on Filing: ng Address: State, Zip: Evening Phone: on Filing is: orney, Bar No.:		/ /) OR		
		001 =1110	R COURT OF A RICOPA COUN		
In the	e Matter of		Case Numb	per:	
			CHANGE	T OF SPOUSE TO N OF OTHER SPOUS	
	e of Applicant son Requesting N	lame Change)	WAIVER	OF NOTICE	
			ARENT. UNDER O	ATH OR AFFIRMAT	ION:
			, -		
1.		TION ABOUT ME:			
	Name:				
	Address:				
	Telephone:				
	Date of Birth:	Month			
	☐ I am marri	Month ied to the Applicant (the		Year name change).	
2.	I have read th the new name		Change and consent to	changing my spouse's le	gal name to
	Final.		NA: Julia	Last	
3.	First I waive notice	of all further proceeding	Middle gs in this matter.	Last	
OAT	TH OR AFFIRI	MATION OF CONS	ENTING SPOUSE		
The	contents of this	document are true and	d correct to the best of	my knowledge and beli	ief.
Sigr	nature			Date	
Swo	orn to or affirmed	before me this date:			
Му	Commission expi	res	Notary Pul	olic or Deputy Clerk	

				FOR CLERK USE ONLY
Mailiı City,	on Filing: ng Address: State, Zip:			<u> </u>
Perso	Evening Phone: on Filing is: orney, Bar No.:	SELF (No Attorney) OR	/ I Attorney y. Phone:	
			COURT OF ARIZON	NA
In the	e Matter of		Case Number:	
			CONSENT OF PA NAME CHANGE (CHILD AND WAIV	OF A MINOR
a Mir	or			
REC	UIRED INFO	RMATION FROM PARE	ENT, UNDER OATH OR	AFFIRMATION:
1.	INFORMAT	ΓΙΟΝ ABOUT ME:		
	Name:			
	Address:			
	Telephone: _			
	Date of Birth:	Month	Date	Year
	Place of Birth		Date	rear
	Place of biltin	City	State	Nation
	I am the natu	al 🗌 MOTHER or 🗌 FATHI	ER of the minor child named a	above.
	I am the adop	tive MOTHER or FATI	HER of the minor child named	l above.
2.	I have read th	e Application for Name Char	nge and consent to changing t	the child's LEGAL name to:
3.	First I waive notice	of all further proceedings in	Middle this matter.	Last
	H OR AFFIRM		rect to the best of my knowl	edge and belief.
Signa	ture		Date	
Sworr	n to or affirmed be	efore me this date:		
Лу Со	ommission expire	ss	Notary Public or Dep	uty Clerk

n the	Matter of	Case Numl	oer:	
		CONSEN	T OF MINOR (if minor is 14 or	TO NAME
A Mir	nor			
REG	QUIRED INFORMATION FROM M	INOR, UNDER OA	TH OR AFFIR	RMATION
1.	INFORMATION ABOUT ME:			
	Name on Birth Certificate:		T	
	First	Middle		Last
	Address:			
	Telephone:			
	Date of Birth (Month / Day / Year):			
		Month	Date	Year
	Place of Birth (City, State, Nation):			
	I am the minor who is the subject of	City of this name change re	State quest.	Natio
	☐ I am at least 14 years of age.	3	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
2.	I have read the Application for Name C	Change and consent to	changing my leg	al name to:
				Last
	First	Middle		

Person Filing: Mailing Address: City, State, Zip: Day/Evening Phone: Person Filing is: I SELF (No Attorney) OR Attorney If Attorney, Bar No.: Atty. Phone:	
SUPERIOR COURT OF A MARICOPA COUN	
Name of Applicant Case Num	ber:
AFF	IDAVIT OF SERVICE CERTIFIED MAIL
 I am familiar with the facts stated in this Affidavit, and I make the copies of the "Application for Change of Name" and the "Not for Change of Name" on the person named below by certified requested. 	otice of Hearing Regarding Application
Person served (name of other party):	
Address where other party was served:	
Date of receipt by the other party:	<u></u>
2. The Application and Notice listed above were received by the original of which is attached to this Affidavit on a separate piece.	
The contents of this document are true and correct to the best of	my knowledge and belief.
Signature of Sender	Date
Sworn to or affirmed before me this date:	
My Commission expires Notary Publ	ic or Deputy Clerk

SUPERIOR COURT OF ARIZONA IN MARICOPA COUNTY

In the Matter of:		
Applicant (Name of Person Filing Request)	Case Number:	_

ORDER CHANGING NAME FOR A FAMILY

THE COURT FINDS:

- 1. This case has come before this Court to change the legal names of the persons listed below.
- 2. This Court has jurisdiction to change the legal names of the persons as listed below.
- **3.** Good cause exists to grant this application.
- **4.** It is in the best interest of any minor child(ren) listed below.

THE COURT ORDERS:

1.

The name on t	the Birth Cer	tificate or $\ \ \ \ \ \ \ \ \ \ $ Cur	rent Legal Name:			
First		Middle		Middle		Last
Date of Birth:						
	Month	Day	Year			
Place of Birth:						
	City		State	Nation		
IS CHANGED	ТО:	1				
First		 	ddle	Last		
he name on th	e Birth Certi	ficate or Curre	ent Legal Name:			
First		Mid	ddle	Last		
Date of Birth:						
Place of Birth:	Month	Day	Year			
riace of bitti.	Ch.		Clair	Notice.		
	City		State	Nation		
IS CHANGED	TO:	<u> </u>				
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Date of Birth:		ivildule		Lust
Place of Birth:	Month	Day	Year	
	City		State	Nation
S CHANGED 1	O:			
First		M	liddle	Last
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The name on the	ne Birth Certi	ficate or	ent Legal Name:	
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First Date of Birth:		IVII	ddle	Last
Jale of Billi.	Month	Day	Year	
Place of Birth:	Wioriti	Duj	roui	
	City		State	Nation
S CHANGED T	O:			
First		N	liddle	Last
record to ref maiden nam marriage). For a per records in th	ect the new n e as recorded son born in a at state is aut	ame as ordered at I on the birth record state other than An horized to honor a	oove. Note that excep d, is unaffected by an or rizona, to the extent the	cords is ordered to amend the birth t for correction of error, a woman's Order for Change of Name (or by at the agency that maintains birth hat agency is requested or ordered ve.
	oes not releas action in any o		ned above from any ol	oligations incurred or harm any rig
property or a				
Other Orders	·			